



# PROPERTY MAINTENANCE & TENANT COMPLAINT FORM

**PLEASE PRINT ALL INFORMATION CLEARLY AND LEGIBLY.**

**Complainant Information:**

Name:

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Address:

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Apartment #: \_\_\_\_\_ Floor: \_\_\_\_\_

Location of Apartment (front, rear, side, etc.): \_\_\_\_\_

Phone Number(s):

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ADDRESS OF THE VIOLATION: \_\_\_\_\_

PLEASE DESCRIBE THE ISSUE(S): \_\_\_\_\_

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For tenant complaints only:

Landlord:

\_\_\_\_\_

Landlord Phone #:

\_\_\_\_\_

Property Manager:

\_\_\_\_\_

Property Manager Phone #: \_\_\_\_\_

How Long have you lived in your apartment: \_\_\_\_\_

Are you currently being Evicted: \_\_\_\_\_

Have you contacted your landlord or property manager about the issue(s): \_\_\_\_\_

If so when did you contact them: \_\_\_\_\_

Was it by phone, Text, Email: \_\_\_\_\_

NOTE: ALL OF THE ABOVE INFORMATION MUST BE COMPLETED TO ACCURATELY RESPOND TO COMPLAINT

SUBMISSION OF FALSE STATEMENT TO A PUBLIC OFFICIAL, PURSUANT TO SECTION 4904 OF TITLE 18 OF THE PENNSYLVANIA CRIMES CODE, CONSTITUTES A MISDEMEANOR OF THE THIRD DEGREE OF OFFENSE, PUNISHABLE BY A FINE AND IMPRISONMENT OF NOT MORE THAN ONE YEAR.

CAN WE CONTACT YOU TO APPEAR IN COURT FOR THE VIOLATIONS NOTED IF NEEDED. \_\_\_\_\_ YES  
\_\_\_\_\_ NO

\_\_\_\_\_

**SIGNATURE**

**DATE**

**\*\*\*\*CITY USE ONLY COMPLAINT ACTION LOG\*\*\*\***

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DATE OF ACTION: \_\_\_\_\_

TYPE OF ACTION (CALL, LETTER, VISIT): \_\_\_\_\_

STAFF: \_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OUTCOME: \_\_\_\_\_  
\_\_\_\_\_

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DATE OF ACTION: \_\_\_\_\_

TYPE OF ACTION (CALL, LETTER, VISIT): \_\_\_\_\_

STAFF: \_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OUTCOME: \_\_\_\_\_  
\_\_\_\_\_

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